

MADERA COUNTY

SENIOR PUBLIC HEALTH NURSE

DEFINITION

Under direction, to plan, organize, and coordinate the administration of an assigned public health nursing special program; to establish and maintain provider services; to conduct patient follow-up services; to represent the assigned program to other agencies and the local community; to provide nursing, educational, and health counseling services in connection with the control and prevention of disease and adverse health conditions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and program coordinator level in the Public Health Nurse class series. Incumbents have substantial responsibility for organizing work activities, coordinating functions, and providing work direction for an assigned State program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepares the public health nursing program budget and revisions; assists with the development and preparation of program plans; provides training for other staff; provides work direction and coordination for other program staff; revises interagency agreements as necessary; plans and conducts a variety of special program clinics; conducts orientation sessions and in-service training for new program providers; coordinates program services and operations with local providers; provides patient follow-up services and counseling for clients referred for further diagnosis and treatment; may plan and conduct a variety of public health clinics; interviews and takes case histories of patients; may record data and make necessary referrals; works with other staff in planning and coordinating health service programs; works with community organizations and groups in the development of health services and educational programs; develops information and prepares a variety of reports; prepares proposals and information for securing grant funds and justifying expenditures; attends meetings and conferences to maintain current information on public health problems and issues; provides consultation and medical case management to individuals involved in programs; acts as liaison between the Public Health Department and individuals or organizations involved in programs.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of work direction, training, and program coordination.
Principles, methods, and procedures of nursing as applied to public health needs and practices.
Policies, services, regulations, and procedures of an assigned public health nursing program.
Current trends and practices in professional nursing.
Preventive medicine.
Causes, treatment, prevention, and early detection of communicable diseases, chronic diseases, and handicapping conditions.
Child growth and development and procedures involved in promoting maternal and child health.
Community aspects of nursing programs, including community resources and teaching of preventive medicine techniques.
Community resources available for public health programs.
Budget development and expenditure control.
Sociological, psychological, and physical problems involved in public health nursing.

Skill to:

Operate a motor vehicle safely.

Ability to:

Plan, organize, and assist with the administration of an assigned public health nursing program.
Provide work direction and training for other staff.
Develop a program budget and control expenditures.
Perform a wide variety of professional public health nursing services.
Evaluate program effectiveness and initiate improvements.
Analyze situations accurately and take effective action.
Serve as a resource for nursing problems and issues.
Provide instruction in disease prevention and promote proper nursing care services.
Gather information and prepare a variety of reports.
Effectively represent the Public Health Department and nursing services to the public, community organizations, boards, commissions, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Madera County
Senior Public Health Nurse (Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience equivalent to that of a Public Health Nurse II with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in nursing or a related field.

License or Certificate:

Possession of a valid license to practice as a Registered Nurse in the State of California.

Possession of a California State Public Health Nursing Certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, and infectious diseases; ability to travel to different sites and locations.

Effective Date: May, 1995